



**Department of Housing and Community Development**

**NOTIFICATION OF VACANCY**

**August 2, 2017**

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**Business Launch Coordinator  
(Program Administration Specialist II)**

**POSITION #00372R**

**LOCATION:**

**DHCD  
600 East Main Street,  
Suite 300  
Richmond, VA 23219**

**HIRING RANGE:**

**Negotiable up to \$65,000**

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**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a customer focused individual to provide program coordination duties for the Community Business Launch (CBL) program for small business and entrepreneur development. The position provides technical assistance and customer service to a variety of DHCD partners including but not limited to local government, non-profit community and regional organizations and economic development organizations to strategically design economic development opportunities. The position assists localities and/or grantees with incorporating the small business owner, entrepreneurs and entrepreneurial development into their larger economic development strategies both local and regional. The position manages DHCD's contracts with the local Lead Agency (grantee for CBL). The position conducts best practices research; manages marketing and develops various marketing tools for use by the selected CBL communities and DHCD and manages any subcontracts related to marketing; serves as liaison between DHCD and CBL communities; serves as primary Point of Contact (POC) to grantees; prepares program summation reports, including comprehensive, data-driven impact analysis; and coordinates activities of community participation in events such as conferences and/or workshops as needed. The position performs other duties as assigned by the Deputy Director and/or Associate Director.

**QUALIFICATIONS GUIDE:**

Knowledge of state and local government. Extensive knowledge of community economic development programs related to small business and entrepreneurship development, processes, trends and techniques. Considerable experience in using client input and data analysis to develop effective community development programs and local plans. Ability to gain consensus and influence outcomes through multiple stages of implementation. Grant and project management skills and techniques. Strong written and oral communication skills. Strong facilitation skills. Ability to solve complex problems. Strong computer skills required including the ability to develop and use complex spreadsheets and databases. Ability to manage multiple and diverse program requirements and meet a variety of deadlines. Ability to travel independently and frequently. Considerable training and/or experience in small business development, community economic development, revitalization, redevelopment and technical assistance desirable, especially in current trends of entrepreneurship support and eco-system development. Local or state government experience desirable. Experience in managing programs and financial resources. Experience in developing place-based community plans desirable. Prefer advanced degree in business administration, public administration, planning, or related field.

**THIS POSITION WILL EXPIRE WHEN FUNDING IS NO LONGER AVAILABLE.**

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**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, AUGUST 25, 2017 AT 11:59PM EST.**

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*For additional information please contact our Human Resource Office, at (804) 371-7080*

*An Equal Opportunity Employer*

*Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.*

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